

JOB DESCRIPTION

Department: Department of Development
Position: **Director of Development**
Reports to: Mayor
Category: Full-Time/Exempt/Salaried
Date: May 2016

Annual Salary Based on Experience \$68,000 - \$74,000

Definition:

The Director of Development is a department head level position, with full authority, under the policy-level direction of the Mayor and the Board of Public Works and Safety. Incumbent oversees the City of West Lafayette's business and neighborhood development, redevelopment initiatives, and economic incentives and policy.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Supervises, directs, and evaluates staff, handles employee concerns and problems, assigns work, counsels employees and conducts disciplinary and other personnel actions.
- Advises on all aspects of economic development and redevelopment issues affecting the City, including vision, goals, and objectives.
- Negotiates with developers, land use attorneys, and financiers to facilitate and expedite economic development projects and property land use, including coordination of complex real estate and land development agreements.
- Implement the City's economic development strategy, including business retention and expansion, new business attraction, and business ombudsman/advocacy.
- Nurtures long-term community and regional networks in order to attract future targeted businesses to the community.
- Plan and implement strategies and programs to encourage business growth, development, and investment while improving the quality and mix of uses throughout the City, particularly along the Purdue Research Park 231 arterial corridor.
- Works with the Public Works Director, Greater Lafayette Commerce and Area Plan staff on economic and redevelopment projects, planning, and zoning issues. Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies; administers local planning, and transportation planning programs
- Works cooperatively with other jurisdictions in development such as Purdue University, Purdue Research Foundation, Area Plan Commission, Tippecanoe County, and the City of Lafayette.
- Works closely with other department heads and other City officials; particularly the Public Works Director, Controller, Police Chief, Fire Chief, Parks and Recreation Superintendent, Corporation Council, and the Redevelopment Commission Attorney.
- Oversees the City's Strategic Plan process.
- Conducts annexation studies; prepares and presents specific reapportionment proposals.
- Creates the annual department budget and approves purchases subject to available funds; monitors expenditures for budget compliance.
- Represents the City at meetings and events and serves as chief spokesperson on areas of expertise when designated by the Mayor.
- Oversees and approves the City's public art initiatives and community engagement activities.
- Attends the regular meetings of the West Lafayette Board of Public Works and Safety, City Council, and Redevelopment Commission. Attends meetings of the Tippecanoe County Area Plan Commission and other meetings as directed by the Mayor.
- Assume additional duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS AND TYPICAL KNOWLEDGE

- Education – Four year degree in business, public administration, urban planning, public policy or a related field and a minimum of direct experience associated with business development in one or more areas such as commercial, manufacturing and industrial development, and/or experience in community planning and development in a municipal environment; or any equivalent combination of experience and additional education or training that provides the knowledge, skills, and abilities to perform this work.
- Commercial real estate knowledge.
- Extensive knowledge of Tax Increment Financing (TIF) for use for redevelopment, infrastructure, and other community-improvement projects.
- Knowledge of Build Operate Transfer (BOT) and Guaranteed Savings Contracts.
- Outstanding communication and interpersonal skills with an ability to clearly explain long-term, complex plans and alternatives in both private and public meetings and presentations.
- Effective negotiation skills, including the ability to represent the City's position so there is no room for misunderstandings.
- Working knowledge of the principles and techniques of budget preparation and ability to make simple arithmetic calculations and ensure cost-effective operations.
- Must possess good organizational, management, human relations, and technical skills.
- Ability to occasionally work extended weekend hours and overtime.
- Perform a wide variety of technical duties using personal computers, portable computers, and smartphones or similar devices.
- Basic proficiency in word processing and knowledge of spreadsheet computer applications required.
- Must be able to use Microsoft Outlook to professionally correspond with City staff and the public, maintain current contact lists, and maintain appointments using calendars and track projects using tasks in Outlook.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

DESIRED QUALIFICATIONS

- Knowledge of the local community.
- Experience living in a college town.
- A graduate degree in public administration or policy or related field is preferred.

WORKING ENVIRONMENT

Incumbent divides time between an office environment, meeting settings and in-field meetings. Seventy percent of the time will be attending meetings both in city hall and various locations; 30% of the time will be spent in the office working on departmental issues. Casual and professional dress is required to general office work and some meetings. Professional dress is often required for professional meetings. Incumbent is often required to attend evening meetings. Incumbent is occasionally required to spend time outdoors which requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions is possible.